



**Department of the Army
Senior Executive Service
Job Announcement**



Announcement Number: DA-1-04

Opens: 6 Feb 04

Closes: 8 Mar 04

Position Title: Director, Cold Regions Research and Engineering Laboratory, Engineer Research and Development Center, ES-801/1301, U.S. Army Corps of Engineers

Location: Hanover, New Hampshire

Salary: \$103,700 - \$144,600 per year.

Who May Apply: All interested persons

Significant Duties: Accomplishes the Laboratory mission by providing top-level leadership and direction to the scientific and engineering research and support activities of the Laboratory. This includes managing the basic and applied research, development, and engineering programs related to weather-affected terrain impacts on military sensing, mobility, environmental quality, and civil engineering. In particular, this includes cold environment impact on Army materiel and operations as well as Army civil works construction, operation and maintenance of facilities and activities, and the development of measures to minimize the adverse effects of cold on these activities. The Director plans, programs, coordinates, executes, and evaluates the Laboratory research activities involving approximately 300 civilian scientific, engineering, and related support personnel, including approximately 200 technical research staff.

This is a Critical Acquisition Position. See below for qualification requirements.

How To Apply: The following must be received or postmarked by the closing date of this announcement. If postmarked by the closing date, it still must be received in this office within five days of the closing date. Do not submit applications in binders or with tabs. Incomplete applications cannot be considered. Applications submitted in government (franked) envelopes cannot be considered. Material will not be returned.

A. An original and four copies of an Application or Resume completed in accordance with the attached instructions. Please include an email address if you have one.

B. An original and four copies of a **Supplemental Experience Statement** addressing each qualification below with specific examples of experience, education, and accomplishments applicable to the qualification. Current or former career SES members need only address the technical qualification.

C. An original and four copies of **ONE** of the following: the attached Supervisory Assessment Statement **or** a letter of recommendation that assesses your performance **or** your most recent performance appraisal (Please do not submit any prior appraisals).

D. One copy of Background Survey Questionnaire, attached (Optional, for statistical purposes only).

Your application should be assembled in five separate packages with one copy of each of the above documents (except for the Background Survey Questionnaire) in each package.

Note: By law Veteran Preference does not apply to the Senior Executive Service.

Mail All Documents To: COMMANDER
HQ, US ARMY CORPS OF ENGINEERS
ATTN: CEHR-E (David Stokes) GAO Building
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315

Qualifications Required:

This Is A Senior Executive Service (SES) Level Critical Acquisition Position. By statute, 10 United States Code (U.S.C.) Section 1733, specific Acquisition positions, GS-14 and above, are designated as Critical Acquisition Positions (CAPs). All CAPs must be filled by individuals in or otherwise qualified for membership in the Acquisition Corps (10 U.S.C. Section 1733).

Army Acquisition and Technology Workforce applicants must have an Acquisition Career Record Brief (ACRB) on file and have Corps Eligible (CE) status documented on their ACRB. A selectee without Acquisition Corps membership is required to become a member of the Army Acquisition Corps prior to appointment to the position.

As a SES Level CAP, the following specific statutory and regulatory requirements summarized below must be met in addition to the managerial and technical qualifications specific to this position. There are three components to the assignment qualification standards for Acquisition positions that are CAPs: 1) Army Acquisition Corps (AAC) membership requirements, 2) Tenure Position requirements, and 3) Position Education, Experience and Certification/Training requirements. *Note: the failure to satisfy/meet some of these Acquisition requirements as discussed below can be waived by the designated agency officials in the appropriate circumstances.*

- 1) In accordance with Title 10 U.S.C. Section 1732,
To be a member of or otherwise qualified for membership in the AAC, the individual must:
 - a. Currently be serving in a position in Grade GS-13 or above (or equivalent military or private section position).
 - b. Have a baccalaureate degree from an accredited institution authorized to grant baccalaureate degrees or have been certified by the acquisition career program board as possessing significant potential for advancement to levels of greater responsibility and authority based on demonstrated analytical and decision-making capabilities, job performance and qualifying experience.
 - c. Have completed
 - (1) At least 24 semester credit hours (or equivalent) of study, from an accredited institution of higher education from among the disciplines of accounting, business finance, law, purchasing, economics, industrial management, marketing, qualitative methods, and organization and management, OR
 - (2) At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in his/her career field along with 12 semester credit hours (or equivalent) in the listed disciplines or equivalent training as prescribed by the Secretary to ensure proficiency in the disciplines listed above.
 - d. All experience requirements prescribed by the Secretary of Defense, but at a minimum, possess at least four years of experience in a DoD (or comparable industry or government) position.
 - e. Fulfill other specific requirements imposed by the Secretary of Defense.
 - f. Sign a mobility statement as a condition of membership in the AAC. AAC mobility refers to position and organizational changes with or without geographic movement.
 - g. Note, exceptions and alternatives to the requirements stated above in paragraphs 1b and 1c are as follows:
 - (1) An individual who has at least 10 years of experience in acquisition positions (or comparable position in other government agencies or the private sector) on October 1, 1991 is qualified for AAC membership without meeting the education standards cited above in paragraphs 1b and 1c.

- (2) An employee who is serving in an Acquisition Corps position on October 1, 1991, and who does not have 10 years of experience in paragraph 1g(1), may meet the education standards in paragraphs 1b and 1c by equivalency examination considered by the Secretary of Defense to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education from among the disciplines listed in paragraph 1c(1) above.
- (3) Paragraph 1a shall not apply to an employee who having previously served in a position within a grade referred to in subparagraph 1a is currently serving in the same position within a grade below GS-13 of the General Schedule, or in another position within that grade, by reason of a reduction in force or the closure or realignment of a military installation, or for any other reason other than by reason of an adverse personnel action for cause, and except as provided for in paragraphs 1g(1) and 1g(2), satisfies the educational, experience and other requirements prescribed in paragraphs 1b-1e.
- (4) An employee may be exempt from the eligibility requirements in paragraphs 1a-1e above if the appropriate career program board certifies that he/she possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance and qualifying experience.

2) In accordance with Title 10 U.S.C. Section 1734, Tenure Position Requirements for filling a SES Level Acquisition Position.

Any person assigned to a CAP shall remain in that position for not less than three years. An employee may not be assigned or selected to fill a CAP unless the person executes a written agreement to remain in Federal service in that position for at least three years. The service obligation contained in such a written agreement shall remain in effect unless and until waived by the Secretary under the appropriate circumstances.

3) In accordance with Title 10 U.S.C. Sections 1723, 1732 (b)(4), and 1735(d), and DoD regulatory requirements (DoD 5000.52-M),

The selectee must have 10 years experience in an acquisition position, at least four years of which were performed while assigned to a critical acquisition position.

At a minimum, the selectee for this position must have Level II certification or training for *Systems Planning, Research, Development and Engineering-Science and Technology Manager* at the time of selection. Within 18 months, the selectee must become Level III certified in *Systems Planning, Research, Development and Engineering-Science and Technology Manager*.

4) In accordance with 10 U.S.C. Section 1737(b),

Limitation--Any member of the AAC who does not meet the education, training, and experience requirements for a critical acquisition position may not carry out the duties or exercise the authorities of that position, except for a period not to exceed six months, unless a waiver of the requirements is granted by appropriate authority.

A. Executive Core Qualifications (ECQ) – Mandatory

For assistance in writing your statement, go to <http://www.opm.gov/ses/handbook.html>. We urge you to follow this guide to prepare your application. The guide describes key characteristics, activities, and/or behaviors associated with each ECQ. When you write your Supplemental Experience Statement describing your experience relating to the ECQ, you should use the key characteristics as guideposts. Structure statements in terms of the Challenge, Context, Action, and Results.

ECQ 1. Leading Change

This executive core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity - to continually strive to improve customer service and

program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

ECQ 2. Leading People

This executive core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

ECQ 3. Results Driven

This executive core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through the strategic planning, implementation, and evaluation of programs and policies.

ECQ 4. Business Acumen

This executive core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

ECQ 5. Building Coalitions/Communication

This executive core qualification involves the ability to explain, advocate, express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive network with other organizations and organizational units, and to identify the internal and external politics that impact the work of the organization.

B. Technical Qualifications

Technical Qualification 1 (Mandatory): Ability to direct a research and development program related to one or more of the following technical areas or systems: the physical sciences, civil and environmental engineering, the geosciences, modeling and simulation, or high performance materials.

Technical Qualification 2 (Mandatory): Degree in engineering, science or closely related field.

Technical Qualification 3 (Desirable): Advanced degree in an engineering or scientific discipline.

Basis Of Rating: The best qualified candidates will be distinguished from other applicants by an evaluation panel of senior executives referencing the technical and executive core qualifications.

Managerial Qualifications: Persons newly selected for appointment to Senior Executive Service (SES) positions must have their managerial qualifications approved by the Office of Personnel Management and will serve a one-year probationary period.

Travel: Travel, which may exceed 25%, is required using commercial or Government aircraft.

Security Clearance: Selectee must be able to obtain a Top Secret clearance. Selectee is subject to drug testing prior to appointment and random drug testing thereafter.

Financial Disclosure: Selectee must submit a financial disclosure statement, SF 278, upon assuming the position, annually, and upon termination of employment.

Screening For Adverse Information: Applicants proposed for selection are subject to inquiries as to any incidence of misconduct, malfeasance, neglect of duty, or the appearance thereof. Information gained in this check will be considered in the approval decision.

Mobility: An essential element of the SES is mobility across geographic, organizational and functional lines. Individuals selected for SES positions may be subject to reassignment that requires them to be mobile. The U. S. Army Corps of Engineers' management considers mobility to be an integral part of employment as an SES member within the Corps.

Political Recommendations: The Army is barred from accepting or considering political recommendations regarding appointment or any other personnel action by 5 USC 3303; any violation of the bar on recommendations is a prohibited personnel action. The Army is obligated to take appropriate

adverse action against employees who solicit, or Army officials who consider, prohibited political recommendations.

Moving Expenses: Permanent Change of Station costs are authorized. Department of Defense National Relocation Program services will be authorized for current Federal employees in accordance with applicable regulations.

Reasonable Accommodations: The Corps of Engineers provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please contact the individual listed on page 6 of this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Instructions for Application or Resume

Applicants may submit a resume or other application form, such as Optional Application for Federal Employment (OF 612) or Standard Form 171 (Application for Federal Employment). Resumes or other application forms must contain ALL of the following:

Job Information: Announcement number and title of the job for which you are applying

Personal Information: Full name, mailing address (with Zip Code) and day and evening phone numbers; Social Security number, Country of Citizenship; Highest Federal civilian grade held (give job series and date held)

Education: High school (Name, city, state, date of diploma or GED); College and universities (Name, city and state, Majors, Type and year of any degree - If no degree, show total credits earned).

Work Experience: Give the following information for your paid and nonpaid work experience related to the job for which you are applying (Do Not Send Job Descriptions): Job title (include series and grade if Federal job); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Hours per week; Salary; Indicate if we may contact your current employer.

Other Qualifications: Job related training courses (title and year); Job related skills, for example, other languages, computer software/hardware; Job related certificates and licenses (current only); Job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, do not send documents).

Privacy Statement

Federal agencies rate applicants for the Senior Executive Service under the authority of section 3393 of title 5 of the United States Code. We need the information requested in this vacancy announcement to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

For additional information, please contact David Stokes at (202) 761-1763 or email David.C.Stokes@usace.army.mil.

Supervisory Assessment Statement

Position: Director, Cold Regions Research and Engineering Laboratory, ES-801/1301

Announcement Number: DA-1-04

Name of Applicant: _____

Please provide your assessment of the individual applying for this position. You are encouraged to provide additional comments on plain sheets of paper.

Rating Scores: 4 = Superior 3 = Very Good 2 = Acceptable 1 = Not Acceptable

X = Unable To Appraise

Executive Core Qualifications:

Rating

1. Leading Change This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity - to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.	
2. Leading People This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.	
3. Results Driven This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through the strategic planning, implementation and evaluation of programs and policies.	
4. Business Acumen This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.	
5. Building Coalitions/Communication This core qualification involves the ability to explain, advocate, express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive network with other organizations and organizational units, and to identify the internal and external politics that impact the work of the organization	
Technical Qualification 1: Ability to direct a research and development program related to one or more of the following technical areas or systems: the physical sciences, civil and environmental engineering, the geosciences, modeling and simulation, or high performance materials.	

Signature, Name, and Title Of Appraiser

Indicate your relationship to the applicant:

☐ Current Supervisor ☐ Former Supervisor ☐ Other (please explain)

Background Survey Questionnaire

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability.

Name (Last, First, MI)	Position for Which Applying: (DA-1-03) Director, Cold Regions Research and Engineering Laboratory	Sex: _____ Male _____ Female
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Race and National Origin Identification

Specific Instructions: Please categorize yourself in terms of the definitions provided below. Place an "X" on the line next to the appropriate category. NOTE: Mark only one category.

Name of Category (Mark ONE only)	Definition of Category
A _____ American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
B _____ Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
C _____ Black	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
D _____ Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish, cultures or origins. Does not include persons of Portuguese culture or origin.
E _____ White	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.

Self-Identification of Medical Disability

The Department of Army is committed to increasing employment opportunities for handicapped individuals. Please indicate the existence of such handicaps below so that this office may provide you any special considerations to which you may be entitled.

Category	Definition of Category
_____ Severely Handicapped	Severe physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or regarded as having such an impairment.
_____ Moderately Handicapped	Physical or mental impairment which although not severe, may have experienced limited employment/promotion opportunities in the past.
_____ No Handicap	No handicap or if handicapped, the condition has not interfered with employment or promotion opportunities.